



## STATE OF NEW HAMPSHIRE

OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVATION  
CONCORD, NEW HAMPSHIRE 03301-5353

REPLY TO  
ATTENTION OF

NHAG-SPMO

15 May 1991

NEW HAMPSHIRE NATIONAL GUARD  
TECHNICIAN PERSONNEL REGULATION  
NUMBER 410

### TRAINING

1. PURPOSE. This regulation prescribes policy and procedures for the training, development and education of New Hampshire Army and Air National Guard Technicians in accordance with TPM 400 (410) and established procedures to review individual Technician training needs as related to the Technician training program objectives.

2. OBJECTIVE:

a. This program is designed to provide training necessary to develop the skills, knowledges and abilities that will best qualify Technicians in the performance of their duties.

b. Provide training for career development and advancement.

c. To promote efficiency and economy in the operation of the Technician program.

d. Identify existing and foreseeable Technician needs.

e. Provide training that is responsive to existing or foreseeable needs.

3. RESPONSIBILITIES:

a. Training is an inherent part of the work situation and therefore an integral responsibility of supervisors. At each level of supervision there is an obligation to develop, as part of the regular day-to-day operations, the competence needed to assure effective Technician performance on the job. The individual performance appraisal and the Individual Development Plan will be used to determine the necessary training needed.

b. Technician training is basically self-development and self-education. Self training may be extended and supplemented through correspondence courses, attendance at service schools, conferences, workshops, supervised practice, or other methods or combination of methods.

c. Training requirements beyond the capability of an individual at unit or installation level will be forwarded through channels to the Support Personnel Management Office for resolution.

Supersedes NHNG TPR 410 dated 26 Sep 83.

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d. The Support Personnel Management Office (SPMO) will assist in determining additional or mandatory training requirements based on individual position requirements, changes in mission, technological advancements, group and individual needs.

4. REQUIREMENTS: In order to meet the objectives stated in paragraph 2, above, each supervisor will maintain a record of the training required, training accomplished, and proposed method for completing any additional training needs of each assigned Technician. This will be made a part of the discussion with the Technician during the annual Performance Rating review.

5. SELECTION FOR TRAINING: Selection and assignment of Technicians for training will be in accordance with fair and equitable treatment as required by the Technician Act of 1968, and principles underlying the Federal Merit Promotion Program. Priorities should be assigned to each training need. During periods of budget restraints, only priority one training may be approved.

6. COURSES OF INSTRUCTION AVAILABLE: The SPMO will periodically publish lists of recommended courses of instruction available. Supervisors should use these lists in planning for training of their personnel, subject to quota and funding availability. The Employee Development Specialist at SPMO has a current listing of courses available and can be contacted for assistance.

7. APPLICATION PROCEDURES: See Attachment #1 for instructions for requesting training.

8. ATTENDANCE AT MILITARY SERVICE SCHOOLS IN A TECHNICIAN STATUS.

a. Technicians may be permitted to attend military service schools in a technician status, subject to the approval of the State Adjutant General or his designated representative, under the following conditions:

(1) The technician's position has been affected by an equipment conversion that has impacted significantly on position duties to the extent that this training is required to meet the basic qualifications necessary to perform the job (MOS-AFSC).

(2) After all placement efforts have failed, technicians who have been reassigned as a result of a reduction-in-force requiring this training to achieve basic military and/or technician qualification requirements for the positions to which they have been reassigned.

(3) A change in a technician's position description has been made that requires formal training at a military service school.

(4) A technician's position description contains duties and responsibilities that are not mentioned in the "Qualifications Requirements" section (and thus not a prerequisite for employment), and either the technician's supervisor feels and recommends that it would be in the best interest of the National Guard that the technician attend the retraining, or the training has been strongly suggested/required by NGB, inspection teams, etc.

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(5) A requirement to attend a training course at a military service school has been levied on a technician by NGB, inspection teams, etc., and it is the considered opinion of the technician's supervisor that the qualifications/knowledge gained by attendance at the course will impact more on the technician position than on the military one.

b. Before technicians are permitted to attend service schools in a technician status, they must be:

(1) Informed of the limited military benefits available in accordance with AR 60-20/AFR 147-14 if they attend in a technician status (e.g., commissary, open mess or exchange privileges, etc.).

(2) Advised that they will comply with all the requirements of the appropriate military service component, including the wearing of the uniform, to the same extent as if they were attending in their National Guard military status. Although they will not be required to perform incidental military duties such as charge-of-quarters, barracks chief, officer-of-the-day, etc., they will be expected to perform additional duties required of any other civilian class member.

(3) Individual will certify on TAGNH Form 341 dated 7 March 1983, that they have been informed as indicated in paragraph (1) and (2) above, one copy to be forwarded to SPMO along with DD Form 1610.

c. The Support Personnel Management Office will also review NGB Forms 64 and 65 when submitted for training attendance in a technician status. A cover letter originating from the appropriate supervisory level will accompany the nomination and should include the justification for the request to attend the course in a technician status.

d. When the Adjutant General determines that attendance in a technician status is warranted, the following statement will be included in the remarks section of the application for training (NGB Forms 64 or 65): "Requested training has been determined as applicable under the provisions of TPM 400." Applications will be forwarded to NGB-ARO-S (Army) or NGB/DPT (Air) through the SPMO.

9. ATTENDANCE AT OPM OR OTHER US GOVERNMENT AGENCIES.

a. The SPMO will determine the appropriations and need for training and approve/disapprove technician applications. Courses should deal with a subject compatible with the technician's assigned duties.

b. The supervisor will have a DD Form 1556 prepared, sign it, and obtain the signature of the next higher level manager. The DD Form 1556 for Army personnel will be forwarded to the SPMO for approval/disapproval and distribution. The DD Form 1556 for Air Personnel will be forwarded through the Comptroller for funding and then to the SPMO.

10. TRAINING:

a. Technicians in need of training will attend courses as directed by their supervisor.

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b. All courses over eight (8) hours will be evaluated on part 10 of the DD Form 1556 by both the technician and the technician's supervisor. The DD Form 1556 part 10 must be completed within three weeks after the course completion and mailed to SPMO.



LLOYD M. PRICE  
Major General, AG, NHNG  
The Adjutant General

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INSTRUCTIONS FOR USING DD FORM 1556, REQUEST AUTHORIZATION  
AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. GENERAL:

1. DD Form 1556 is used to authorize and record training of military technicians in Government facilities, training in non-Government facilities, and for Defense Management Education Training (DMET) authorized under the provisions of TPM 400 (410). Procedures for DMET courses are contained in the DMET catalog.

2. The following instructions pertain only to requests for training for military technicians.

B. INSTRUCTIONS FOR USE:

1. Request and Approval of Training

a. Approval of military technician training at Government or non-Government facilities must be in accordance with TPM 400 (410). DD Form 1556 will be used to request and approve or disapprove all technician training, except:

(1) When requesting Army military schools quotas.

(2) When requesting AF formal schools quotas controlled by ANGSC/TET.

b. All applicable parts of DD Form 1556 must be completed. Each technician requesting training should complete Section A of DD Form 1556. This should be initiated well in advance of the course date. The SPMO staff member responsible for training will, when possible, assist the technician in completing Sections B and C. Specific instructions for completing a DD Form 1556 is contained in the Technician Annual Training Plan.

c. Approval of training is required prior to enrolling in any course. A copy of the approved DD Form 1556 shall be retained by the SPMO. Copy number eight will be returned to the individual indicating whether the training is approved or disapproved.

d. Each request for Non-Government training must be processed according to TPM 400 (410), Subchapter 5. In cases of Non-Government training not requiring NGB approval (less than six technicians involved), DD Form 1556 and related documents must be processed through a contracting officer in the USPFO for Army personnel and through the RMS-LGC for Air personnel. The SPMO office will handle the contracting with both contracting offices.

2. NON-GOVERNMENT TRAINING BY CONTRACT:

When a training course or program is developed by a Non-Government source to meet a specific requirement, it will require approval of a contracting officer to contract for the training on behalf of the State concerned.

### 3. PAYMENT FOR TRAINING AT GOVERNMENT FACILITIES:

Training is authorized and certified for payment on DD Form 1556. All requests for training for ANG personnel must be processed through the ANG Comptroller to insure payment of the training expenses. Requests for Army Technicians will be processed through the SPMO.

### 4. ATTENDANCE AT SEMINARS AND TRAINING CONFERENCES:

In accordance with the policy established in TPM 400 (410), Subchapter 8, DD Form 1556 will be used for requesting, authorizing, approving, and certifying payment for attendance at seminars and conferences.

### 5. TRAINING COURSES AT THE PROFESSIONAL EDUCATION CENTER (PEC):

DD Form 1556 will be used for requesting and approving training that is conducted at PEC. In most cases the DD Form 1556 will be transmitted by SPMO in three copies to the OPR in the National Guard Bureau who is responsible for the training. For those courses that are the responsibility of PEC, one copy of the DD Form 1556 (in addition to the DD Form 1610) will be forwarded to the Commandant, PEC. The NHNG is assigned quotas for PEC training. The quotas are determined when commands process their annual training surveys. PEC courses are centrally funded and are an excellent way to get personnel trained when there is a funding shortage.

### C. INSTRUCTIONS FOR COMPLETING DD FORM 1556:

Instructions are found on the reverse side of the form and in the Technician Annual Training Plan.

### D. OTHER INSTRUCTIONS:

1. Approval of training by SPMO is required prior to enrolling in, or making any commitment for the training.

2. Notification of acceptance for individuals scheduled to attend Office of Personnel Management (OPM) Regional Training Center courses will be forwarded to their home addresses. Technicians will then present the approval to the supervisor so that DD Form 1610 (Request and Authorization for TDY travel) may be issued.

3. Upon completion of courses, Technicians will furnish certificate of completion to their immediate supervisor, for posting to NGB Form 904-1. Copy of Certificate of Completion will be forwarded to the SPMO so attendance can be verified and payment made. The certificate is then destroyed and Copy 1 of the DD Form 1556 is filed in the OPF.

4. Students who wish to attend courses that are conducted at multiple locations will be scheduled for the location that is most advantageous to the U.S. government.

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ARNG TECHNICIANS

COURSE	NGB FORM 64	DD FORM 1556	NOTES
DOD Sponsored Course	X	X	Submit to NHAG-O through SPMD.
Non-DOD Sponsored Military Course in Technician status	X		Submit to NHAG-O through SPMD.
AF Professional Personnel Management School Training (AFPPMS)		X	Submit to SPMD for approval. CEPO will use a PAS Code which includes "C3" as last two digits for NGB identification.
US Army Military Service School in Technician status.	X		Submit to SPMD for approval.
Attendance at Seminars or confer- ences.		X	Submit to SPMD for approval.
National Guard Professional Education Center (PEC)		X	Submit to SPMD for approval and handling.

ANG TECHNICIANS

COURSE	NGB FORM 65	DD FORM 1556	NOTES
DOD Sponsored Course	X	X	Submit three copies to ANGSC/TET through SPMD.
AF Schools not in mechanized AFPMs	X		Submit to ANGSC/TET through SPMD.
AF Schools in the mechanized AFPMs		X	Submit to SPMD for approval.
AF Professional Personnel Manage- ment School Training (AFPPMS)		X	Submit to SPMD for approval. CEPO will use a PAS code which includes "C3" as last two digits for NGB identification.
US Air Force Service Schools in Technician status	X		Submit to SPMD for approval.
Attendance at Seminars or Conferences		X	Submit to SPMD for approval.
National Guard Professional Education Center (PEC)		X	Submit to SPMD for approval and handling.

## CERTIFICATION TO ATTEND MILITARY SERVICE SCHOOLS IN ARMY/AIR TECHNICIAN STATUS

## I. INDIVIDUAL'S CERTIFICATE

I certify that I have been informed of the limited military benefits available in accordance with AR 60-20/AFR 147-14 if I attend the requested training in Army/Air Technician status (e.g., Commissary, Open Mess, Exchange privileges, etc.).

I further certify that I have been advised that I will comply with all the requirements of the appropriate service component, including the wearing of the military uniform, to the same extent as if I were attending the requested training in my Army/Air National Guard status. Although I will not be required to perform incidental military duties such as Charge of Quarters, Barracks Chief, Officer-of-the-Day, etc., I will be expected to perform additional duties required of any other civilian class member.

DATE:

APPLICANT'S SIGNATURE:

## II. JUSTIFICATION OF SUPERVISORY PERSONNEL

I certify that the requested training meets the requirements of TPM 410.3(h) (3) and add the following justification:

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DATE

SUPERVISOR'S SIGNATURE: